



DTS Postpay Review Examples of Common Errors (FY10)

Postpay Review and Analysis
Defense Finance and Accounting
Service



Most Errors Found May Be Prevented !



- Most errors identified in Postpay Reviews may be prevented by increased training, awareness and attention to:
- Traveler Input
- Reviewing / Approving / Certifying Official Diligence
- Including:
 - ✓ Receipts / Substantiating Documentation / NDEA T-Entered Trips
 - ✓ Manually Entered Expenses / Expenses Claimed Twice
 - ✓ Travel Regulation / Policy / JTR-JFTR Appendix G
 - ✓ Voucher Cost that Exceeds the Authorization Estimate
 - ✓ Pre-Audit Flags and Other Authorization Requirements
 - ✓ Accurate and Complete Justifications, Comments and Remarks

Examples of Common Errors & Error Trends



1. Constructed Travel 4
2. Expenses Not Claimed / Claimed Twice 8
3. Government Charge Card (GOVCC) Statements 14
4. Lodging Default Rate 18
5. Meal / Duty Conditions / Other Per Diem Entitlements 22
6. NDEA T-Entered Vouchers 30
7. No Entitlement / Reduced Entitlement 34
8. No Receipts 38
9. OCONUS Travel 45
10. Other - Should Not Claim in DTS 54
11. Travel Training, Policy-Regulation and Assistance Links 55

1.1 Constructed Travel - Pvt Auto (PA) Mileage



- Reimbursed \$996.60 for PA Mileage, excluding In / Around Miles



Mileage Expenses

Use this screen to view your mileage expenses for your trip.

* Expense Type:

* Date:

* Method of Reimbursement: --Please Select--

* Miles x Rate = Cost

[View This Expense Type's Defaults](#)

Expenses Summary

Expense Type	Date	From	To	Miles	Cost	E/R
Pvt Auto-TDY/TAD				906.0	\$498.30	View
Pvt Auto-In/Around					\$87.45	View
Pvt Auto-TDY/TAD				906.0	\$498.30	View
				Total Expenses:	\$1,084.05	

1.2 Constructed Travel - Pre-Audit Flag



- Pre-Audit Flag - Constructive Travel Worksheet (CTW)
- Traveler Justification to Approving Official - includes

 Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Pre-Audit Trip

Below are any items that were "flagged" for this trip.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

1 Items have been Flagged in this Travel Document

1. Reason Flagged	Item Description	* Justification to Approving Official <Help>
→ CONSTRUCTIVE TRAVEL WORKSHEET	→ A transportation mode of other than Commercial Air or Government Transportation may require a constructive travel cost-comparison worksheet to be completed and included with the document via fax or scanning.	POV is more beneficial to government. Without POV service member will require rental car for 15 days. CTW is attached.

1.3 Constructed Travel - Worksheet in DTS



- Traveler's CTW is Incorrect - Per Diem not Included - Rental Car not a Factor

 **Defense Travel System**
A New Era of Government Travel

Worksheet Instructions

DTS Constructed Travel Comparison Worksheet - Authorization
(refer to the worksheet instructions for completion guidance)

Name: _____ Locations and Dates of Travel: _____

Transportation Expenses for the Standard Mode (Commercial Air):
Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air: \$ 1,220.

Related Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your ITO: \$ 13
c. Cost for round trip taxi or public transportation to and from the airports: \$ 20 - airport

Total Expense Cost Factors (lines b+c): \$ 334.70

Per Diem cost factors required by your AO:

d. Per diem amount for the allowable travel days for your preferred transportation mode(s): \$ 74.
e. Per diem amount for the allowable travel days for travel by commercial air: \$ 1,121.10

Note: If you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions and add the necessary comments below.

Add additional comments as needed:

1.4 Constructed Travel - Comparison



- CTW (using the amounts provided)* would indicate:
 - ✓ Airfare = \$680
 - ✓ CTO Fee = \$13
 - ✓ Airport Transportation = \$20
 - ✓ **TOTAL = \$713**
- * Actual Computation should also include Per Diem
- * Airport Transportation amount appears low
- * Rental Car at the TDY site is not a CTW factor
- Traveler was paid \$996.60 for mileage to/from TDY site
 - *Overpayment = \$283.60

2.1 Expenses Not Claimed - Most Common



- The most common expenses not claimed in DTS are:
 - ✓ ATM Fees
 - ✓ CTO Agent Fees
 - ✓ Foreign Currency Conversion Fees
 - ✓ International Transaction Fees
- These expenses are recorded as Underpayments

2.2 Expenses Claimed Twice - Most Common



- The most common expenses claimed twice in DTS are:
- Airfare
 - ✓ Claimed as a Transportation Expense
 - ✓ Claimed as a Non-Mileage Expense
- Rental Car
 - ✓ Claimed as a Transportation Expense
 - ✓ Claimed as a Non-Mileage Expense
- Lodging
 - ✓ Claimed as a Daily Actual Lodging/Lodging Allowed Expense
 - ✓ Claimed as a Non-Mileage Expense

2.3 Expenses Claimed Twice - Lodging



- In this example:
- Lodging of \$2,875 was reimbursed under Actual Lodging / Lodging Allowed
- Default daily rate was not edited, allowing for the Maximum Allowed per Locality
- Hotel Room Charges of \$2,002.95 were also claimed as Non-Mileage Expenses
- DTS Pre-Audit Flag for “VCH COST not within 15% of AUTH EST COST”
- Other Authorizations Remarks required for Manually Entered Hotel Charges
- Traveler is entitled to \$2,002.95, per Lodging Receipts

2.4 Expenses Claimed Twice - Lodging Example



- DTS Voucher – Daily Actual/Allowed Lodging – Hotel also in “Other Expenses”

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

ACTUAL LODGING ALLOWED	MEALS B	M&IE L	P-DIEM D	OTHER EXPENSES	AMOUNT
				Hotel Room Charge	\$39.00
				Hotel Room Charge	\$1675.10
				Hotel Room Charge	\$39.00
				Hotel Room Charge	\$71.00
				Hotel Room Charge	\$178.85
\$ PROVIDED \$281.00	\$281.00	\$100.00	\$281.00 / \$159.00	0.0	
\$ PROVIDED \$281.00	\$281.00	\$100.00	\$281.00 / \$159.00	0.0	
\$ PROVIDED \$281.00	\$281.00	\$100.00	\$281.00 / \$159.00	0.0	
	\$285.00	\$93.00	\$285.00 / \$147.00	0.0	
00	\$0.00	\$110.25	\$285.00 / \$147.00	0.0	
	\$2875.00	\$1556.00			

Continue

PAGE 02

2.5 Expenses Claimed Twice - Pre-Audit Flag



- Pre-Audit Flag – VCH Cost is not within 15% of AUTH Est Cost
- Traveler Justification to Approving Officer – “Cost”

 **Defense Travel System**
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Preview Other Auths. **Pre-Audit** Digital Signature

Pre-Audit Trip

Below are any items that were "flagged" for this trip.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

4 Items have been Flagged in this Travel Document

3. Reason Flagged	Item Description	* Justification to Approving Official <Help>
→ COST COMPARISON	→ VCH COST (TRIP 1) IS NOT WITHIN 15% OF AUTH EST COST	Cost

2.6 Expenses Claimed Twice - Other Authorizations



- Manually Entered Expenses - Hotel Charges - Comments to AO

 **Defense Travel System**
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options **Review/Sign**

RETURN TO LIST Preview **Other Auths.** Pre-Audit Digital Signature

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[View Unselected Authorizations For This Trip](#)

Other Authorizations

	Other Authorization	Remarks
1	MANUALLY ENTERED EXPENSE(S)	Reimbursement claimed for manually entered expense(s): Hotel Room Charge, Foreign Transaction Charge, Hotel Room Charge, Hotel Room Charge, Hotel Room Charge, Hotel Room Charge, Foreign Transaction Charge. Authorizing Official has specifically approved reimbursement for the manually entered expenses(s).

3.1 Government Charge Card - GOVCC



- As part of the Postpay Review process, DFAS may access the Traveler's GOVCC statements for various reasons:
- To identify Credits/Refunds/Adjustments that affect Traveler reimbursement
- To determine the entitlement of various fees:
 - ✓ ATM Fees
 - ✓ Cash Advance Fees
 - ✓ CTO Agent Fees
 - ✓ FEDX Card Delivery Fees
 - ✓ Foreign Currency Conversion Fees
 - ✓ International Transaction Fees
 - ✓ Late Payment Fee
- To obtain the Currency Conversion rates paid on Foreign Currency expenses
- To clarify information on DTS Receipts that are hard to read or have a Balance Due
- To verify Airfare expenses when there are no receipts in DTS
 - ✓ this does not eliminate the requirement to attach airfare receipts to the voucher

3.2 GOVCC - Airfare Claimed in DTS



- Claimed **\$2,543.30** for Airline Tickets (\$482.20 + \$482.20 + \$1,578.90)

Defense Travel System
A New Era of Government Travel

[RETURN TO LIST](#)

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to view non-mileage expenses for your travel document.

► [view government charge card transactions](#)

Leave:

* Expense Type:

-OR-

* Cost: \$

* Date: (mm/dd/yyyy)

* Method of Reimbursement:

► [view expense details / currency calculator](#)

Expenses Summary

Expense Type	Date	Cost
Agent Fee's		\$27.90
Airline Ticket		\$482.20
Agent Fee's		\$27.90
Airline Ticket		\$482.20
GOVCC ATM SERVICE FEE		\$4.55
Agent Fee's		\$27.90
Airline Tickets		\$1,578.90
Tolls (highway bridge etc)		\$16.20
Baggage Tips		\$6.00
Rental Minivan/SUV		\$215.03
Total Expenses:		\$2,868.78

3.3 GOVCC - Other Authorization Remarks



- Other Authorizations - Manually Entered Expenses - Airline Tickets
- Airfare receipts were attached in DTS, including a Refund of

The screenshot shows a screenshot of the Defense Travel System (DTS) interface. At the top, there is a navigation bar with the DFAS logo. Below the navigation bar, the main content area has a header 'Other Authorizations'. A note below the header states: 'The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.' Below this note is a link 'View Unselected Authorizations For This Trip'. The main table displays 'Other Authorizations' with columns for 'Other Authorization' and 'Remarks'. The first row shows a red box around the 'Other Authorization' column for the second row, which contains the value 'MANUALLY ENTERED EXPENSE(S)'. The 'Remarks' column for this row contains the text: 'Reimbursement claimed for manually entered expense(s): Agent Fee's, Airline Ticket, Agent Fee's, Airline Ticket, Agent Fee's, Airline Tickets, Rental Minivan/SUV. Authorizing Official has specifically approved reimbursement for the manually entered expense(s).'

	Other Authorization	Remarks
2	MANUALLY ENTERED EXPENSE(S)	Reimbursement claimed for manually entered expense(s): Agent Fee's, Airline Ticket, Agent Fee's, Airline Ticket, Agent Fee's, Airline Tickets, Rental Minivan/SUV. Authorizing Official has specifically approved reimbursement for the manually entered expense(s).

3.4 GOVCC Statement - Airfare Charges and Credits



- Total Airfare charges = **\$2,543.30** (\$482.20 + \$1,578.90 + \$482.20)
- Total Airfare credits = **\$1,271.90** (\$789.70 + \$482.20)
- Total Airfare overpayment = **\$1,271.40**

<u>merchant</u>	<u>amount</u>	<u>status</u>	<u>note</u>	<u>type</u>
DELTA AIR	\$ 482.20			
CWTSATOTRAV	\$ 27.90			
CWTSATOTRAV	\$ 27.90			
USAIRWAYS	\$ 1,578.90			
CASH ADVANCE FEE	\$ 2.05			
CWTSATOTRAV	\$ 27.90			
DELTA AIR	\$ 482.20			
USAIRWAYS	\$ -789.70			
DELTA AIR	\$ -482.20			

Overpayment = **\$1,271.90**

4.1 Lodging - Default Rate - Not Revised / Edited



- Lodging of **\$1,911** was claimed (\$147 per night x 13 nights)

 **Defense Travel System**
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	View	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
		View	N/A	\$147.00	\$147.00 Personal	\$53.25 Personal	147 / 71	NONE				

Per Diem Entitlements

Lodging M&IE:	Start Date	End Date	Total Lodge	Total M&IE
	View 01/19/10	02/01/10	\$1,911.00	\$958.50

4.2 Lodging - Default Rate - Comments to AO



- Traveler Comments to the Approving Official

 **Defense Travel System**
A New Era of Government Travel

[RETURN TO LIST](#)

Itinerary Travel Expenses Accounting Additional Options **Review/Sign**

Preview Other Auths. Pre-Audit Digital Signature

[Print Document](#)

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official: **WILL CORRECT LODGING AND PER DIEM AND OTHER AREAS AS NECESSARY**

4.3 Lodging - Default Rate - Pre-Audit Flag



- Cost Comparison – VCH Cost is not within 15% of AUTH Est Cost
- Traveler Justification to Approving Official – “TDY extended”

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/ Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Pre-Audit Trip

Below are any items that were "flagged" for this trip.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

2 Items have been Flagged in this Travel Document

1. Reason Flagged	Item Description	* Justification to Approving Official <Help>
→ COST COMPARISON	→ VCH COST (TRIP 1) IS NOT WITHIN 15% OF AUTH EST COST	TDY extended to end on Orders authorized by

4.4 Lodging - Default Rate - Lodging Receipt



- Lodging receipt was for **\$564** (\$47 per night x 12 nights)

DATE	DESCRIPTION	COMMENT	CHARGE/PAYMENT	BALANCE
100	ROOM CHARGE	#4215	\$47.00	\$47.00
100	ROOM CHARGE	#4215	\$47.00	\$94.00
100	ROOM CHARGE	#4215	\$47.00	\$141.00
100	ROOM CHARGE	#4215	\$47.00	\$188.00
100	ROOM CHARGE	#4215	\$47.00	\$235.00
100	ROOM CHARGE	#4215	\$47.00	\$282.00
100	ROOM CHARGE	#4215	\$47.00	\$329.00
100	ROOM CHARGE	#4215	\$47.00	\$376.00
100	ROOM CHARGE	#4215	\$47.00	\$423.00
100	ROOM CHARGE	#4215	\$47.00	\$470.00
100	ROOM CHARGE	#4215	\$47.00	\$517.00
100	ROOM CHARGE	#4215	\$47.00	\$564.00
740	VI PAYMENT	VI PAYMENT	\$-564.00	\$0.00
BALANCE DUE:				\$0.00

Overpayment = \$1,347

5.1 Meals / Duty Conditions / Other Per Diem Entitlements



- Entitlements claimed often do not match the Authorization
- Most common meal rate errors are for:
 - ✓ Government Meals
 - ✓ Proportional Meals
 - ✓ Special Meal Rates
 - ✓ Meals Provided
 - Includes Conferences with meals included, etc.
- Providing accurate Per Diem Entitlements Details is crucial...

5.2 Meals



Defense Travel System
A New Era of Government Travel

Itinerary

Travel

Expenses

Accounting

Additional Options

Review/Sign

[RETURN TO LIST](#)

Non-Mileage

Mileage

Per Diem Entitlements

Substantiating Records

Per Diem Entitlement Detail

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

Full Rate

Breakfast

Elected

Lunch

Available

Dinner

Cost: \$0.00

Provided

Occasional

Special Rate

5.3 Duty Conditions



Defense Travel System
A New Era of Government Travel

[RETURN TO LIST](#)

Itinerary

Travel

Expenses

Accounting

Additional Options

Review/Sign

Non-Mileage

Mileage

Per Diem Entitlements

Substantiating Records

Per Diem Entitlement Detail

Duty Conditions

Check all of the following that apply:

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available
- Group Travel
- Essential Unit Messing
- Aboard U.S. Vessel
- Authorized Trip Home

Select one of the following:

- None
- Annual Training (Quarters and Meals Available)
- Annual Training (Quarters Available/Meals Not Available)
- Annual Training (Commercial Quarters)
- Active Duty Training (Quarters and Meals Available)
- Active Duty Training (Quarters Available/Meals Not Available)
- Active Duty Training (Commercial Quarters)
- Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)
- Inactive Duty Training Non-Local Commuting Area(Quarters Available/Meals Not Available)
- Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

5.4 Other Per Diem Entitlements



Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

- No Other Per Diem Entitlements**
- Leave**
Check here if you are taking leave for the above date or date range.
- Sick Leave - No Per Diem**
Check here if you are taking Sick Leave without Per Diem for the above date or date range.
- Sick Leave - Per Diem**
Check here if you are taking Sick Leave with Per Diem for the above date or date range.
- Duty Day(s)(No Per Diem)**
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- Non-Duty Day(s)**
Check here if you need to use Non-Duty Day for the above date or date range.
- Authorized Delay**
Check here if you need to use Authorized Delay for the above date or date range.
- Actual Lodging**
Check here if you need to use Actual Lodging for the above date or date range.
- OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)**
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)**
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

5.5 Proportional Meals - Example



- Traveler should have received **\$528** for Proportional Meals

The screenshot shows the Defense Travel System (DTS) interface. At the top, there is a banner with the text '10 days 12 days 14 days travel days' and a logo for 'Defense Travel System A New Era of Government Travel'. Below the banner is a navigation bar with tabs: Itinerary, Travel, Expenses, Accounting, Additional Options, Review/Sign (which is highlighted in blue), Preview, Other Auths., Pre-Audit, and Digital Signature. A 'RETURN TO LIST' button is also visible. On the right side of the header, there is a 'Print Document' button. The main content area is titled 'Preview Trip'. It contains a message: 'Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.' Below this message is a section titled 'Document Comments' which is currently empty. At the bottom of the page, there is a red-bordered box containing the text: 'Comments to the Approving Official: ***Government quarters directed. Proportional Meal Rate (PMR) auth. Commercial Meal Rate (CMR) auth. in transit. If commercial lodging must be utilized, Certification of Non-Availability (CNA) is required. Return Flight Home. CTO Generation - AMENDMENT'.

5.6 Proportional Meals - Paid as Commercial



- Traveler received **\$852** total for Full Commercial Meals
(\$71 per day x 12 days - excludes travel days)

 **Defense Travel System**
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#)

Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	View	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
		View	N/A	\$39.00	\$39.00 GOVCC- Individual	\$38.25 Personal	97 / 51	QTRS				AVAIL
		View	N/A	\$55.00	\$55.00 GOVCC- Individual	\$71.00 Personal	188 / 71	NONE				

5.7 Proportional Meals - Entitlement Detail



- Full Rate was selected, not Proportional

 **Defense Travel System**
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

<input checked="" type="checkbox"/> Full Rate	<input type="checkbox"/> Breakfast
<input type="checkbox"/> Elected	<input type="checkbox"/> Lunch
<input type="checkbox"/> Available	<input type="checkbox"/> Dinner
<input type="checkbox"/> Provided	Cost: \$0.00
<input type="checkbox"/> Occasional	
<input type="checkbox"/> Special Rate	

5.8 Proportional Meals - Expense Summary - M&IE



- Total M&IE paid = \$943.50, which includes Travel Davs

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: _____

End Date: _____

Accounting Label: - No Other Accounts Available - From _____

Shared LOA: ---- View Only ----

Cross Org LOA: ---- View Only ----

Selected Accounting Code(s)

Expenses Summary

Category	Allowed	Actual
COM. CARR.-I	\$310.40	\$310.40
LODGING	\$699.00	\$699.00
M&IE	\$943.50	\$943.50
MILEAGE	\$25.00	\$25.00
OTHER	\$22.00	\$22.00
REIM EXP	\$17.44	\$17.44
Sub Total:	\$2,017.34	\$2,017.34

Overpayment = \$324

6.1 NDEA T-Entered Vouchers



- NDEA – Non-DTS Entry Agent
- NDEA inputs claims for travelers who are without reasonable access to DTS.
- Traveler must present a completed and signed form to the NDEA.
 - ✓ DD1351-2 or SF1164
- NDEA must enter only the data from the traveler's signed paper voucher, as it was presented.
- NDEA is not responsible for the validity of the voucher signed by the traveler.
- NDEA must electronically attach the signed paper voucher and all other required receipts in accordance with DoD regulations.
- For internal management control, the NDEA shall not be part of any routing list.

6.2 NDEA - DD1351-2



- Traveler did not claim Airfare on the signed DD1351-2

6.3 NDEA - Remarks



● Digital Signature - Remarks in Document History

Defense Travel System
A New Era of Government Travel

[RETURN TO LIST](#)

Itinerary Travel Expenses Accounting Additional Options **Review/Sign**

Preview Other Auths. Pre-Audit **Digital Signature**

Digital Signature

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

None

Document History

Status	Date	Time	Name	Remarks
CREATED		1839		
T-ENTERED		1921		lacks CAC/DTS access and has authorized me to T-sign on their behalf.
ARCHIVE SUBMITTED		1749	Pay Mod Generated	By XML Proc
ARCHIVE IMAGE SUBMIT		1713	Pay Mod Generated	By XML Proc

6.4 NDEA - Input



- NDEA input an Airfare expense of \$847.30 - was not claimed by the Traveler
- There was no Receipt for Airfare in DTS
- The Airfare expense was not found on the GOVCC statements

The screenshot shows two pages of the Defense Travel System (DTS) interface. The top navigation bar includes links for Itinerary, Travel, Expenses, Accounting (which is selected and highlighted in blue), Additional Options, and Review/Sign. Below the navigation is a sub-menu for Accounting Codes. The left page, titled 'Accounting Codes', contains a note to select appropriate accounting codes and fields for Start Date, End Date, Accounting Label (set to 'No Other Accounts Available'), Shared LOA (set to 'View Only'), and Cross Org LOA (set to 'View Only'). The right page, titled 'Expenses Summary', displays a table of expenses with columns for Category, Allowed, and Actual. The table shows three categories: COM. CARR.-I (\$847.30), LODGING (\$108.00), and M&IE (\$178.50). The total sub-total and calculated trip cost are both \$1,133.80. The 'COM. CARR.-I' row is highlighted with a red border.

Category	Allowed	Actual
COM. CARR.-I	\$847.30	\$847.30
LODGING	\$108.00	\$108.00
M&IE	\$178.50	\$178.50

Sub Total: \$1,133.80 \$1,133.80

Calculated Trip Cost: \$1,133.80 \$1,133.80

Overpayment = \$847.30

7.1 No Entitlement / Reduced Entitlement



- Examples of DTS payments where no entitlement or a reduced entitlement may be due:
 - ✓ Overlapping Dates of Travel
 - ✓ Expenses Claimed at the PDS Site
 - ✓ Expenses Claimed as part of a Civilian PCS Move
 - ✓ Permissive TDY
 - ✓ Repeated Travel
 - ✓ Double Occupancy Lodging with another person on TDY
 - ✓ Paying Expenses for Others
- See example

7.2 No Entitlement - Expenses for Others



- Airfare was claimed for the Traveler plus two others on Group Travel

 **Defense Travel System**
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Accounting Codes

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: _____

End Date: _____

Accounting Label: - No Other Accounts Available - From _____

Shared LOA: ----- View Only -----

Cross Org LOA: ----- View Only -----

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make**

Expenses Summary

Category	Allowed	Actual
COM. CARR.-I	\$2,225.80	\$2,225.80
LODGING	\$0.00	\$0.00
M&IE	\$138.00	\$138.00
MILEAGE	\$19.00	\$19.00
OTHER	\$472.63	\$472.63

Sub Total: \$2,855.43 \$2,855.43

Calculated Trip Cost: \$2,855.43 \$2,855.43

7.3 No Entitlement - Expenses for Others



- Pre-Audit Flags for Cost Comparison and Travel Mode
- Justification – SM used GOVCC to pay for Group Travel

 **Defense Travel System**
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. **Pre-Audit** Digital Signature

Pre-Audit Trip

Below are any items that were "flagged" for this trip.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

6 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
1.	→ COST COMPARISON	→ VCH COST (TRIP 1) IS NOT WITHIN 15% OF AUTH EST COST	SM used GOVCC to pay for group travel.
6.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
6.	→ TRAVEL MODES	→ CP EXCEEDS THRESHOLD - \$2170.00	SM used GOVCC to pay for group travel.

Overpayment = \$1,483.86

7.4 No Entitlement - While on Leave



(This example was also used earlier for OCONUS Lodging Tax, with the 29 Pre-Audit Flags)

- This was a 30-day trip to an OCONUS TDY Location
- 15 of the 30 days were in a paid Leave Status
- 25 of the 29 Pre-Audit Flags were for Leave and Excessive Expenses
- Leave - Justification given was “Approved”
- Excessive Expenses - Justification given was “Exceeds Original Estimation”
- Per Receipts and GOVCC, the following expenses were paid while on leave:
 - ✓ Rental Car = \$2,679.75
 - ✓ Parking = \$580.00
 - ✓ Taxi = \$306.98
 - ✓ Rental Car Fuel = \$86.29
 - ✓ Currency Conversion Fees = \$40.20
 - ✓ ATM Fees = \$38.10

8.1 No Receipts in DTS



- One of the most common errors found is Missing Receipts
- Missing receipts can also affect the entitlement of related expenses
- This example had over \$6,000 in expenses that required receipts

The screenshot shows two pages from the Defense Travel System (DTS) interface. The top navigation bar includes links for Itinerary, Travel, Expenses, Accounting (which is selected), Additional Options, and Review/Sign. The sub-navigation bar below shows Accounting Codes.

Accounting Codes (Left Panel):

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: _____

End Date: _____

Accounting Label: - No Other Accounts Available - From _____

Shared LOA: ---- View Only ----

Cross Org LOA: ---- View Only ----

Selected Accounting Code(s): _____

Expenses Summary (Right Panel):

Category	Allowed	Actual
COM. CARR-I	\$3,656.62	\$3,656.62
LODGING	\$1,398.00	\$1,398.00
M&IE	\$1,034.50	\$1,034.50
OTHER	\$977.43	\$977.43
REIM EXP	\$14.00	\$14.00
RENTAL CAR	\$94.86	\$94.86
Sub Total:	\$7,175.41	\$7,175.41

8.2 No Receipts Attached



- There were no receipts attached to the voucher in DTS

The screenshot shows the 'Receipts' page of the Defense Travel System (DTS). The top navigation bar includes links for Itinerary, Travel, Expenses (which is the active tab), Accounting, Additional Options, Review/Sign, Non-Mileage, Mileage, Per Diem Entitlements, and Substantiating Records. A 'RETURN TO LIST' button is also present. The main content area is titled 'Receipts' and contains instructions for faxing or uploading receipts. It also includes a note about using Adobe Acrobat Reader and a link to download it. Below this are buttons for 'Print Fax Cover Sheet' and 'Upload Scanned Receipts' with a 'Browse...' button and an 'Upload' button. A message box at the bottom states 'Currently there are no Receipts on file for this Voucher.'

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse..." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

Get Acrobat Reader You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

› [Print Fax Cover Sheet](#)

[Upload Scanned Receipts](#)

Currently there are no Receipts on file for this Voucher.

8.3 No Receipt - Airfare



- Traveler claimed total Airfare of **\$3,426.47** (\$957.55 + \$2,468.92)
- There were no Airfare receipts attached in DTS

(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 1

TIME	DEPARTED/ARRIVED	LOCATIONS	MODE	COST	DESCRIPTION
00:01AM	D-			\$0.00	
			CP	\$957.55	Comm Air (Indiv B)
					Mileage:0 Rate:.
	A-			\$0.00	
			CF	\$12.85	CTO FEE (GOVCC-I)
					Mileage:0 Rate:\$0.00
			CP	\$2468.92	Air Fare (GOVCC-I)

8.4 No Receipt - Airfare - Pre-Audit Flag



- Pre-Audit Flag - Commercial Plane (CP) Exceeds Threshold
- Justification to AO referenced the Rental Car, not the Airfare

The screenshot shows the Defense Travel System interface. At the top, there is a navigation bar with tabs: Itinerary, Travel, Expenses, Accounting, Additional Options, Review/Sign, Preview, Other Auths., Pre-Audit (which is highlighted in yellow), and Digital Signature. Below this, a sub-header reads "Pre-Audit Trip". A message box states: "Below are any items that were 'flagged' for this trip. DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)". A table titled "7 Items have been Flagged in this Travel Document" is displayed. The table has three columns: "Reason Flagged", "Item Description", and "Justification to Approving Official". The first row, which is highlighted with a red border, corresponds to the "TRAVEL MODES" flag and includes the following information: "CP EXCEEDS THRESHOLD - \$2468.92", "SNM WAS EXTENDED TO TRANSPORT EXTRA UNIT.", and "CAR WAS TO ASSIST". A red arrow points to the "Justification to Approving Official" column for this row.

Reason Flagged	Item Description	* Justification to Approving Official <Help>
TRAVEL MODES	CP EXCEEDS THRESHOLD - \$2468.92	SNM WAS EXTENDED TO TRANSPORT EXTRA UNIT. CAR WAS TO ASSIST

8.5 No Receipt - Airfare - GOVCC Transactions



- GOVCC/IBA statement only showed one charge for \$2,468.92

<u>merchant</u>	<u>amount</u>	<u>status</u>	<u>note</u>	<u>type</u>
FEDX CARD DELIVERY FEE	\$ 20.00			
AGENT FEE	\$ 12.85			
DELTA AIR	\$ 2,468.92			

- GOVCC/IBA statement also showed a credit for \$1,113.70
(same ticket number)

DELTA AIR	\$ -1,113.70	
-----------	--------------	---

Overpayment = \$2,071.25

8.6 No Receipt - Rental Car - Affects Related Expenses



- Not Entitled to Gasoline Expense without Rental Car Receipts

 **Defense Travel System**
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to view non-mileage expenses for your travel document.

Leave: 1

* Expense Type:

- OR -

* Cost: \$

* Date: (mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

[view expense details / currency calculator](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Commercial Auto-TDY/TAD		\$979.46	View
Dual Lodging 9/30		\$776.00	View
Commercial Auto-TDY/TAD		\$979.46	View
Dual Lodging 11/10		\$500.00	View
Commercial Auto-TDY/TAD		\$979.46	View
Dual Lodging 11/20		\$100.00	View
Misc. Mission Expenses		\$245.51	View
Gasoline-Rental/Govt. Car		\$518.37	View
Dual Lodging 10/25		\$1,000.00	View
Total Expenses:		\$6,078.26	

8.7 No Receipt - Rental Car - Pre-Audit Flags



- 13 Pre-Audit flags – none were for Missing Receipts – responses were “ ”

The screenshot shows a 'Pre-Audit Trip' page from the Defense Travel System. At the top, there is a navigation bar with tabs: Itinerary, Travel, Expenses, Accounting, Additional Options, Review/Sign, Preview, Other Auths., Pre-Audit, and Digital Signature. The 'Pre-Audit' tab is highlighted. Below the navigation bar, a message states: 'Below are any items that were "flagged" for this trip. DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum.' A red box highlights the text '13 Items have been Flagged in this Travel Document'.

- 6 Other Authorization expenses – each response was “ ”

The screenshot shows an 'Other Authorizations' page from the Defense Travel System. At the top, there is a navigation bar with tabs: Itinerary, Travel, Expenses, Accounting, Additional Options, Review/Sign, Preview, Other Auths., Pre-Audit, and Digital Signature. The 'Pre-Audit' tab is highlighted. Below the navigation bar, a message states: 'The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.' A red box highlights the 'Remarks' column in a table. A red arrow points from the text 'Remarks' to the red box.

9.1 OCONUS Travel - Lodging Tax



- Lodging tax of **\$931.98** should not have been claimed separately, but added to the daily Lodging Rate

 **Defense Travel System**
A New Era of Government Travel

[RETURN TO LIST](#)

Non-Mileage Expenses

Use this screen to view non-mileage expenses for your travel document.

Leave:

* Expense Type:

- OR -

* Cost: \$

* Date: (mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

[view expense details / currency calculator](#)

Expenses Summary

Expense Type	Date	Cost
Parking - Terminal		\$580.00
Gasoline-Rental/Govt. Car		\$86.29
Authorized Call Home		\$44.65
GOVCC ATM SERVICE FEE		\$30.38
Taxi - Terminal		\$407.50
Traveler's Check Fee		\$60.28
Hotel Room Tax		\$931.98
Total Expenses:		\$2,141.08

9.2 OCONUS - Lodging plus Tax Exceeds Allowance



- Lodging claimed was already at the maximum rate allowed
- Adding the Tax would have exceeded \$211 per night
- Actual Lodging plus Tax Exceeded \$211 per night

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING LODGING ALLOWED	MEALS B L D	MAIE ALLOW	P-DIEM RATE	OTHER EXPENSES	AMOUNT
					Parking - TDY/TAD	\$580.00
					Gasoline-Rental/Govt. Car	\$86.29
					Authorized Call Home	\$44.65
					GOVCC ATM SERVICE FEE	\$30.38
					GOVCC ATM ADVANCE FEE	\$1.65
					GOVCC ATM ADVANCE FEE	\$6.75
					GOVCC ATM ADVANCE FEE	\$6.77
					GOVCC ATM ADVANCE FEE	\$10.21
					GOVCC ATM ADVANCE FEE	\$10.22
					Taxi - Terminal	\$407.50
					Traveler's Check Fee	\$60.28
					Hotel Room Tax	\$931.98
					Commercial Auto-TDY/TAD	\$2679.75
	\$0.00					
		\$0.00			\$138.75	\$211.00/\$185.00 0.0
	\$211.00				\$185.00	\$211.00/\$185.00 0.0
		\$211.00			\$185.00	\$211.00/\$185.00 0.0
	\$211.00				\$185.00	\$211.00/\$185.00 0.0
		\$211.00			\$185.00	\$211.00/\$185.00 0.0
	\$211.00				\$185.00	\$211.00/\$185.00 0.0
		\$211.00			\$185.00	\$211.00/\$185.00 0.0

9.3 OCONUS - Lodging Tax - Pre-Audit Flags



- There were 29 Pre-Audit Flags - none regarding the OCONUS Lodging Tax
 - ✓ see the No Entitlements examples for more details on this voucher's flags

A screenshot of the Defense Travel System (DTS) interface. The top navigation bar includes the DFAS logo, the DTS logo ('Defense Travel System A New Era of Government Travel'), and links for Itinerary, Travel, Expenses, Accounting, Additional Options, and Review/Sign. Below the navigation is a secondary menu with Preview, Other Auths., Pre-Audit (which is highlighted in red), and Digital Signature. The main content area is titled 'Pre-Audit Trip'. A message states: 'Below are any items that were "flagged" for this trip. DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)'.

29 Items have been Flagged in this Travel Document

Overpayment = \$931.98
(Lodging Tax)

9.4 OCONUS - Laundry



- Laundry is not reimbursable as a separate expense when TDY is OCONUS

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#)

Non-Mileage Expenses

Use this screen to view non-mileage expenses for your travel document.

Leave:

* Expense Type:

- OR -

* Cost: \$

* Date: (mm/dd/yyyy)

* Method of Reimbursement: -Please Select--

[view expense details / currency calculator](#)

Expenses Summary

Expense Type	Date	Cost
SATO SERVICE FEE		\$21.59
PRIOR SATO SERVICE FEE		\$21.59
SATO SERVICE FEE		\$21.59
LAUNDRY		\$133.57
SATO SERVICE FEE		\$21.59
LAUNDRY		\$159.88
LAUNDRY		\$53.97
LAUNDRY		\$11.36
Excess Baggage		\$69.56
GOVCC ATM ADVANCE FEE		\$30.00
Total Expenses:		\$544.70

9.5 OCONUS - Laundry / No Receipts



- Although not entitled to Laundry reimbursement, there were also no other Receipts attached to this voucher

 **Defense Travel System**
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

 You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

» [Print Fax Cover Sheet](#)

» [Upload Scanned Receipts](#)

Currently there are no Receipts on file for this Voucher.

9.6 OCONUS - Laundry - Pre-Audit



- Voucher had 12 Pre-Audit Flags
- None were for OCONUS Laundry / No Receipts Attached

A screenshot of the Defense Travel System (DTS) interface. The top navigation bar includes links for Itinerary, Travel, Expenses, Accounting, Additional Options, and Review/Sign. Below the navigation are buttons for RETURN TO LIST, Preview, Other Auths., Pre-Audit (which is highlighted in yellow), and Digital Signature. The main content area is titled 'Pre-Audit Trip'. It contains a message stating 'Below are any items that were "flagged" for this trip.' and a link to a memorandum about split disbursement. A red box highlights the text '12 Items have been Flagged in this Travel Document'.

Overpayment = \$358.78
(Laundry)

9.7 OCONUS - Currency Conversion



- Claimed conference fee of \$399.86 while TDY to Germany

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to view non-mileage expenses for your travel document.

Leave:

* Expense Type:

- OR -

* Cost: \$

* Date: (mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

[view expense details / currency calculator](#)

Expenses Summary

Expense Type	Date	Cost
Conference Fee		\$399.86

Total Expenses: \$399.86

9.8 OCONUS - Currency Conversion - Rate Not Provided



- Seminar Receipt is in Euro
- Currency Conversion Rate was not provided

Frau/Herr

hat

Seminar / Tagung:

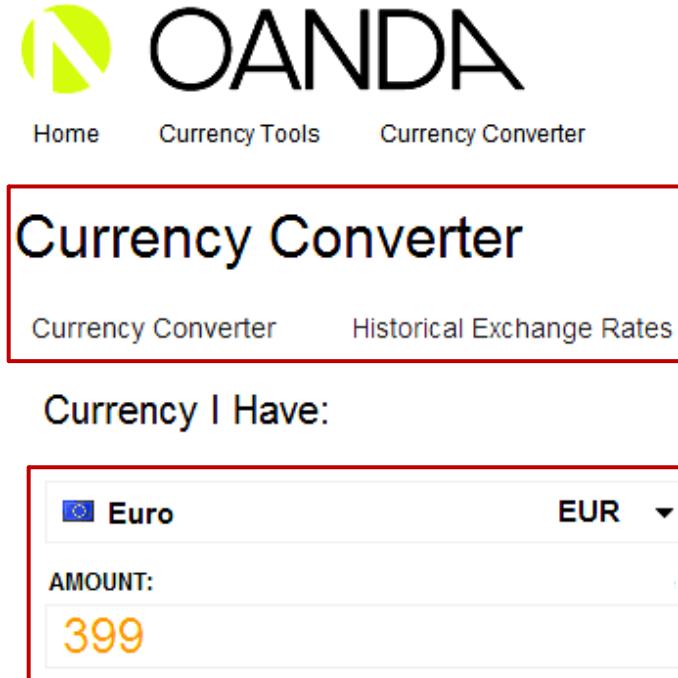
Institution / Ausrichter / Gruppe:

teilgenommen und einen Kostenbeitrag von **399,00 Euro** entrichtet.

9.9 OCONUS - Currency Conversion - Not Found in GOVCC



- Seminar Expense was not found on the Traveler's GOVCC statements
- Referred to www.oanda.com Currency Converter to obtain the amount for ~~that day~~



The screenshot shows the OANDA Currency Converter interface. At the top, there is a logo with a stylized 'O' and the word 'OANDA'. Below the logo are three navigation links: 'Home', 'Currency Tools', and 'Currency Converter'. The main title 'Currency Converter' is displayed in a large, bold font. Below the title, there are two tabs: 'Currency Converter' (which is selected and highlighted with a red border) and 'Historical Exchange Rates'. The 'Currency I Have:' section on the left shows 'Euro' selected as the source currency (indicated by a blue flag icon) and '399' as the amount. The 'Currency I Want:' section on the right shows 'US Dollar' selected as the target currency (indicated by an American flag icon) and '547.843' as the amount. A double-headed arrow icon is positioned between the two sections. At the bottom right, there is a date input field with the value 'Feb 12, 2010'.

Underpayment = \$147.98

10. Other - Should Not Be Claimed in DTS



- Classified Vouchers should not be processed in DTS
- Items below were claimed as Manually Entered - Non-Mileage Expenses - AO Approved

Auth Business Expense	\$350.00	Parking - Local	\$83.00
→ Required to repair and replace APP-43 external drive			
Blackberry Battery	\$85.19	PASSPORT APP. FEE	\$194.36
Books	\$85.00	Pet Expense	\$264.00
Citi Credit Card Late Fee	\$29.00	Ppt presentation tool	\$29.95
Civilian Clothing	\$613.92	Safety Shoes	\$104.99
Cleaning Supplies	\$39.75	Shipment of HHG	\$126.29
Conference Coffee fee	\$12.50	Telework 1st QTR	\$134.97
FOOD	\$58.44	Tires	\$410.00
Navy football game ticket	\$40.00	Tour of Jerusalem	\$100.00
Gym Use Expense	\$10.56	tuition fee	\$1,011.46
medical bill	\$18.81	UHAUL TRAILOR	\$180.83
Misc. Mission Expenses	\$245.51	vehicle wash	\$8.00

(Explain expenditures in specific detail.)			
FROM	TO		
OTHER	\$144.00	→ Number of Children <u>3</u>	1/2 Hours x \$4.00
← Child Care while in Training			



For DTS Training resources, please refer to:
[Training & Resource Center](#)

For Policy & Regulation guidance, please refer to:
[Travel Policy & Regulations](#)

For the DTS Travel Assistance Center, please refer to:
[Travel Assistance](#)



Prepared by:
robin.warren@dfas.mil